

**Office of Policy and Management
Job Opportunity
Policy Development Coordinator**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: OPM Employees

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: **108322, 108327**

Hours: Monday through Friday, 8:00 a.m. – 5:00 p.m. (40 hours per week)

Salary: \$87,652 - \$119,518 (MP 66)

Closing Date: Must be received in this office by close of business (5:00 p.m.) May 9, 2014

The Office of Policy and Management seeks to fill two (2) Policy Development Coordinator vacancies; one in the Criminal Justice Policy and Planning Division and the other in the Policy Development and Planning Division. The Criminal Justice Policy and Planning Division conducts in-depth analysis of the criminal justice system, determines the system's long-range needs and recommends policy priorities to improve the system's effectiveness. The Policy Development and Planning Division leads a number of policy and planning teams aimed at improving the delivery of health care, long-term care and human services in the State.

Duties:

- Development of comprehensive policies and/or programs consistent with the goals and objectives of OPM.
- Research and evaluate fiscal implications of proposed programs and/or policies.
- Provide analysis of emerging issues; make recommendations regarding policy changes or administrative actions.
- Develop and review legislative, regulatory and/or administrative proposals.
- Provide staff support, including research, analysis and report writing, for a variety of Councils and committees that OPM is responsible for chairing and staffing.
- Participate in/represent OPM on other Councils, Committees and Task Forces as necessary.
- Coordinate inter-agency collaboration on department related issues.

Knowledge, Skills and Abilities: Considerable knowledge of principles and practices of public administration including policy development, coordination, cost benefit analysis and implementation; considerable knowledge of state, federal and municipal legislative processes; considerable interpersonal skills; considerable oral and written communication skills; ability to analyze and evaluate policy and programs; ability to coordinate and implement policy development activities and prepare and present effective reports and presentations.

Eligibility Requirements:

General Experience:

Six (6) years of experience with major responsibility for the review, analysis, coordination and administration of policies and programs in a large governmental, public affairs or business organization.

Substitution Allowed:

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- A Master's degree in public administration or political science may be substituted for one (1) additional year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit (1) a cover letter that describes your interest and suitability for the position and whether you have an interest in criminal justice or health and human services; (2) resume; and (3) an Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without above mentioned documents. Submit your application to:

Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 55ADM
Hartford, CT 06106
ATTN: Uma Arun
Phone: (860) 418-6324

Note: Applications submitted by e-mail or facsimile will not be considered

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.